

**DUTY STATEMENT**

CEC-004 (Revised 04/07)

**PROPOSED**

CALIFORNIA ENERGY COMMISSION



<b>Classification:</b> Assoc. Energy Spec. (TED) – Limited Term	<b>Position No.</b> 5800-4056-004
<b>CBID:</b> R10	<b>Office:</b> Energy Efficiency Research
<b>Date Prepared:</b> July, 2014	<b>Division:</b> Energy Research and Development
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the direction and supervision of the Energy Commission Supervisor II (EFF), in the Energy Efficiency Research Office, the incumbent serves as a member of an interdisciplinary Building Energy Efficiency and/or Industrial, Agriculture and Water Research teams to plan, develop, implement and administer energy efficiency research, development and demonstration (RD&D) efforts. The incumbent performs a variety of complex analytical tasks in support of the Building Energy Efficiency and Industrial, Agriculture, and Water RD&D Programs.

**WORKING CONDITIONS:**

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings and/or inspect and evaluate research projects. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

**DUTIES AND RESPONSIBILITIES:**

- 50% Project management. The incumbent will manage all phases of a research project. Responsibilities include, but are not limited to: a) prepare work statements, budgets, schedules, and other materials necessary to finalize the funding agreement and contract document; b) identify measurable technical and economic objectives to be used to determine project success; c) maintain business relationships with the contractor; d) initiate and approve contract amendments; e) review contractor's monthly progress reports and prepare evaluations of the project; f) review and approve invoices; g) conduct independent and in-depth technical reviews of the work conducted by the contractor; h) conduct project site inspections to ensure the project meets technical, fiscal, and contractual objectives; i) provide presentations to office, division, and Commission management on the status of the project. (E)
- 25% Develop, select, implement and manage energy efficiency research contract and grant solicitations. Responsibilities include: a) develop program strategies and methodologies to focus solicitations on the most relevant RD&D opportunities; b) oversee the administration of solicitation activities including developing and writing solicitation documents, c) assist in conducting bidders' conferences, d) develop written summaries of evaluations prepared by consultants and state leads, and e) handle any contract/grant disputes that may arise. (E)

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- 20% Perform complex analysis. Activities will include collecting project information from all proposals; analyze energy savings and other data; and prepare technical reports, spreadsheets and databases. The incumbent may perform analyses related to the economic evaluation of building related energy efficiency technologies. Provide program results to counterparts at other state agencies and Energy Commission staff from other divisions. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div></div> <div>Incumbent _____ Date _____</div> <div>Associate Energy Specialist (TED)</div>	<div></div> <div>Kirk Switzer _____ Date _____</div> <div>Energy Commission Supervisor II (EFF)</div>